



CVSure Pre Employment Form

1. Candidate's Details

Title First name Initials Surname

Current address

Postcode Country NI Number (or International equivalent)

Time at address Date of birth Marital status

Contact number E-mail address

Have you had a Court Judgment, IVA or Bankruptcy Order in the past 6 years? Yes ☐ No ☐

Have you been dismissed for disciplinary reasons from any previous post? Yes ☐ No ☐

Have you ever been convicted of a criminal offence? * Yes ☐ No ☐

Are you entitled to take up employment within the UK Yes ☐ No ☐

Are you currently subject to Immigration Control? Yes ☐ No ☐

Have you had any driving convictions within the past 6 years? ** Yes ☐ No ☐

Do you hold a full UK Driver's Licence? + Yes ☐ No ☐

** Please list driving convictions within section 6.

+ Please add your Driver's Licence number to section 7.

* Subject to the Rehabilitation of Offenders Act. A criminal record does not necessarily bar you from employment. If you have answered yes to any of the above questions please enter further details within section 6.

2. Previous Address (If at current less than 6 years*)

Previous address

Postcode Country Time at address

2.1 Previous Address (If at both current & previous for less than 6 years*)

Previous address

Postcode Country Time at address

3. Referee A details (Professional or character reference)

Full name of referee	Relationship (eg previous employer)	Time known to you
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position held	Contact number or email address	
<input type="text"/>	<input type="text"/>	
Address (if known)		
<input type="text"/>		

3.1 Referee B details (Professional or character reference)

Full name of referee	Relationship (eg previous employer)	Time known to you
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position held	Contact number or email address	
<input type="text"/>	<input type="text"/>	
Address (if known)		
<input type="text"/>		

4. Employment History (Past 6 Years) (List latest employment first)

Start Date	End Date	Job Title/Position	Organisation Name & Branch
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for leaving			
<input type="text"/>			
Start Date	End Date	Job Title/Position	Organisation Name & Branch
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for leaving			
<input type="text"/>			
Start Date	End Date	Job Title/Position	Organisation Name & Branch
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for leaving			
<input type="text"/>			
Start Date	End Date	Job Title/Position	Organisation Name & Branch
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for leaving			
<input type="text"/>			

5. Key Academic & Professional Qualifications (Most recent first)

Institution Name & Address

From Date

To Date

Course/Qualification

Grade

Institution Name & Address

From Date

To Date

Course/Qualification

Grade

Institution Name & Address

From Date

To Date

Course/Qualification

Grade

Institution Name & Address

From Date

To Date

Course/Qualification

Grade

Institution Name & Address

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Course/Qualification

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Institution Name & Address

From Date

To Date

Course/Qualification

Grade

Institution Name & Address

From Date

To Date

Course/Qualification

Grade

Institution Name & Address

From Date

To Date

Course/Qualification

Grade

5.1 Additional academic, professional or other qualifications/achievements

Use this section to list any additional qualifications including professional accreditations or awards which are relevant to this or similar positions.

6. Additional Notes & Comments

Use this section to add any additional information that may be relevant to this application including other posts held during the past 6 years that are not already listed in section 4.
Details of any County Court Judgments, IVAs, Bankruptcy Orders and employment dismissals for disciplinary reasons must be included.

7. ID & Residency Validation (Passport, Residence Permit, Visa)

Issuer (eg UK Passport Office)	Document number	Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Authorisation

The details supplied by you are checked against those held on credit reference agency databases for the purposes of pre-employment or candidate selection.

A record is kept of this search; however it will not affect your ability to obtain credit or other services in any way.

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete. I understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declarations Act 1835 in confirmation of previous employment or unemployment. I authorise Rentchecks or it's agents to approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment history.

DATA PROTECTION ACT 1998

Rentchecks will use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers.

By returning this form to us you consent to our processing sensitive personal data about you where this is necessary, for example information about your health, your credit status, ethnic origin, qualifications or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may include overseas organisations if you apply for employment outside of the United Kingdom).

Your information will be held on our database and in our paper filing systems. By signing this authorisation you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy of your information and to have any inaccuracies corrected.

DISCLOSURE

To verify gaps in your employment record we may seek your authorisation to apply for a Disclosure. A criminal record does not necessarily bar

you from employment & Disclosure information is treated in a sensitive way and is

restricted to those who may be required to view it to make a recruitment decision. By signing this application form you agree to a

copy of the Disclosure being shown to your employer on request. The Disclosure information is destroyed once this verification process is completed.

Signed

Date

Name

Please visit www.rentchecks.com/disclosures for further guidance on disclosure checks

Submit Online: **www.rentchecks.com**

Email: **apply@rentchecks.com**

Fax: **0845 070 4949**